



Welcome to the *Ewell Castle Schools' Digital Archive*.

The Archive contains *Publications including 'The Ewellian' and the 'The Junior Ewellian' Magazines; Photographs; Videos* and the 'War Years' Rolls of Honour. The Ewellian and Junior Ewellian Magazines include news, games reports, features, prose and verse dating from 1930's to the present day. It is a valuable resource, providing fascinating information about pupils, staff and school life.

Each magazine has been digitally reproduced and each article extracted to provide a comprehensive search facility that enables the user to locate items of interest contained within a specific magazine or across the whole archive.

In addition, each article is categorised to enable quick-link searches to be placed over the system

The results are returned in a tabular format with the ability to select a title and view either the whole magazine or just the article as a pdf.

Alternatively, the user may view the magazines as a whole pdf, and scroll through using the page navigation option or the embedded bookmarks.

It is recommended that the system is viewed in Internet Explorer 9 or above, or the equivalent.

The user will require a pdf viewer to open the pdf files. These viewers may be obtained free of charge directly from www.adobe.com.

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Welcome Screen.

On entering the system, the 'Welcome Screen' will be displayed.



This screen gives a brief description of the system and the ability to 'Log In' using the supplied Username and Password.

In addition this screen also gives access to the 'About the Archive'; 'Privacy Statement'; 'Copyright & Conditions of Use'; 'Contact Ewell Archive Details' and a link to the 'Main School Site' Web Page.

This screen is the main access screen for the archives, and can be accessed at any time from within any part of the archive via the 'Home' tab.

Home	Displays the main 'Welcome' and system description screen.
About	Contains the 'About Us'; 'Contact Us' and the 'External Links' options.

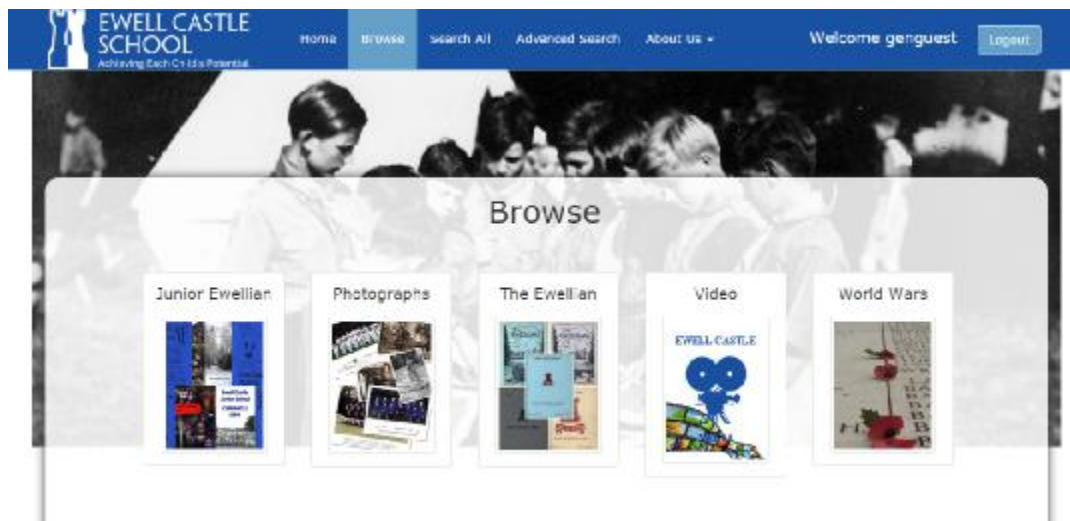
Once logged in, the 'Welcome' screen will change so as to display navigation functions for the main archive.



This screen is the main 'Hub' for the system and can be accessed by selecting the 'Home' button from within any section of the archives.

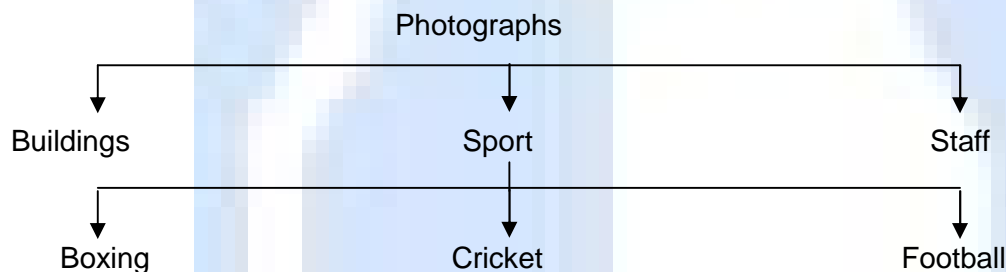
Browse Screen.

The 'Browse' screen contains all the access points to the individual archives that are available within the Digital Archives.



The system works on a 'Tree' style method, each section, once opened, will provide additional levels down to the actual image/document which will be displayed either as a pdf file or a jpg file.

A good example of the 'Tree' style method can be seen in the 'Photograph' section as detailed below:



The user can return to the archive 'Browse' screen from any archive by using the 'Back' button located in all archives, or by selecting the 'Browse' tab at the top of the screen.

Subject to the 'User Rights' privileges, access to some archives may not be available.

Using the Archive

The Archive has been allocated into different categories for ease of use, and each separate archive works in the correct format for the content allotted.

Magazines/Journals and Documents are displayed as single pdf files.

Photographs are shown as thumbnails which can be selected to open the full image and are stored in the system as Jpeg images.

The archive structure is based on icons which, when selected will display additional levels of options.



Viewing Magazines/Journals

All Magazines/Journals are PDF based files and will require a pdf reader or viewer to allow the files to be displayed.

Select the required archive.



This will open the archive in 'Decade' view, each decade where Magazines are available will be displayed as 'Icons'.



On Selecting a 'Decade', the individual 'Years' will be displayed.



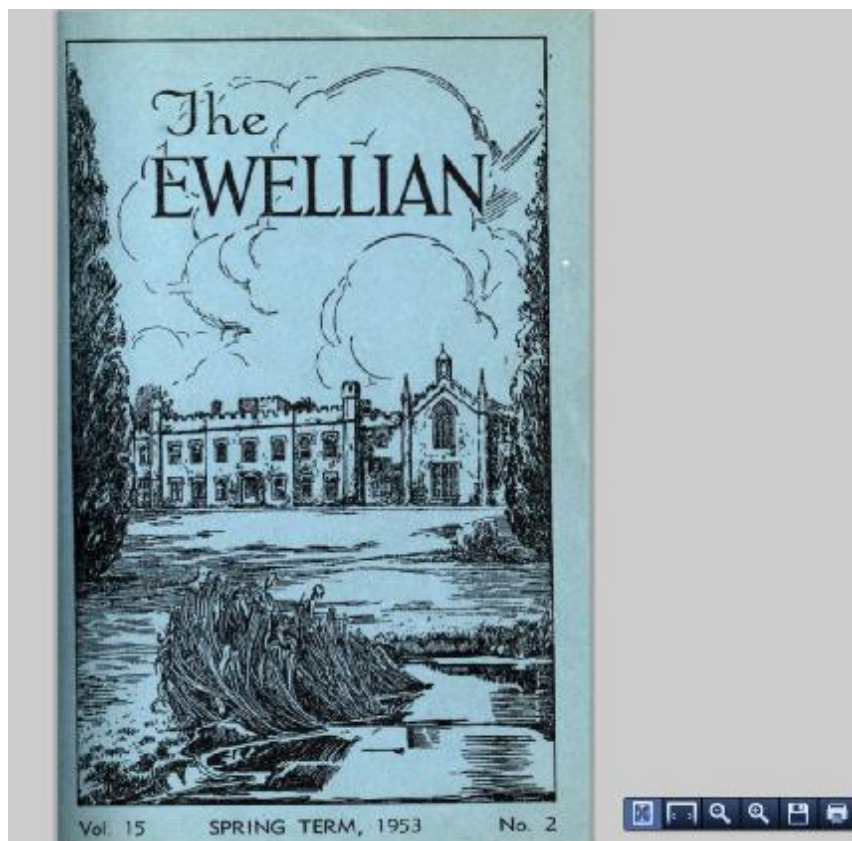
Once a specific 'Year' has been chosen, the screen will display all available issues from that year.



To open the Issue Pdf file select the required 'Issue'.

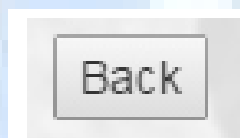


and the Required PDF file will open in a separate window.



Note: The PDF view returned is dependent on the local machines setup for handling PDF files.

At any time the 'Back' button

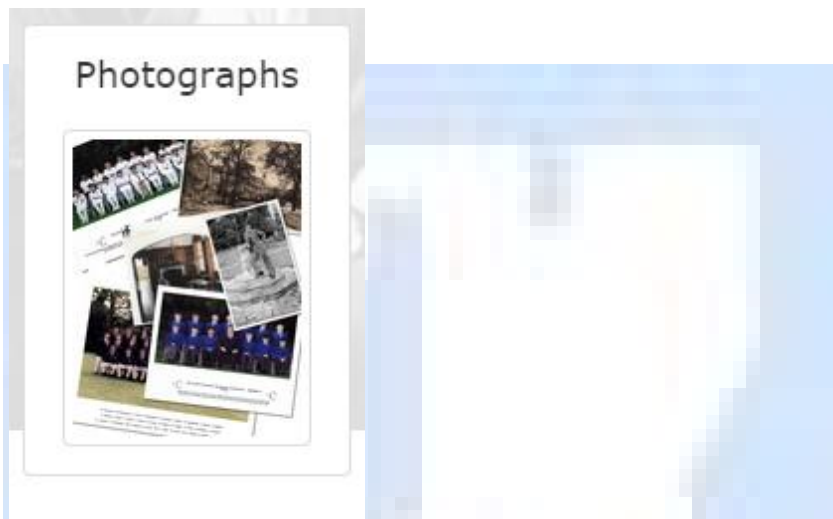


may be used to return to the previous level of the archive.

Viewing the Photographic Archives

Similar to the Journal archives, the 'Photographic' Archives uses the 'Tree' method for displaying the images.

Select the 'Photographs' section.

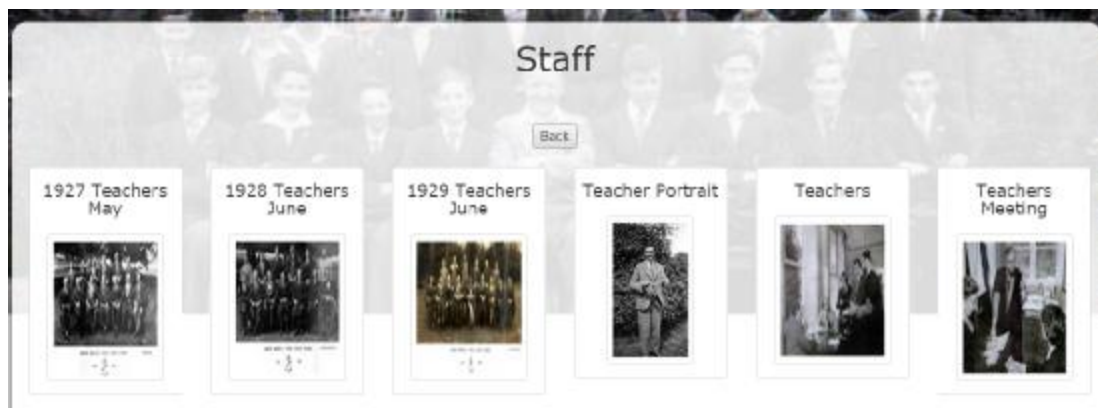


The 'Photograph' browse screen will be displayed.

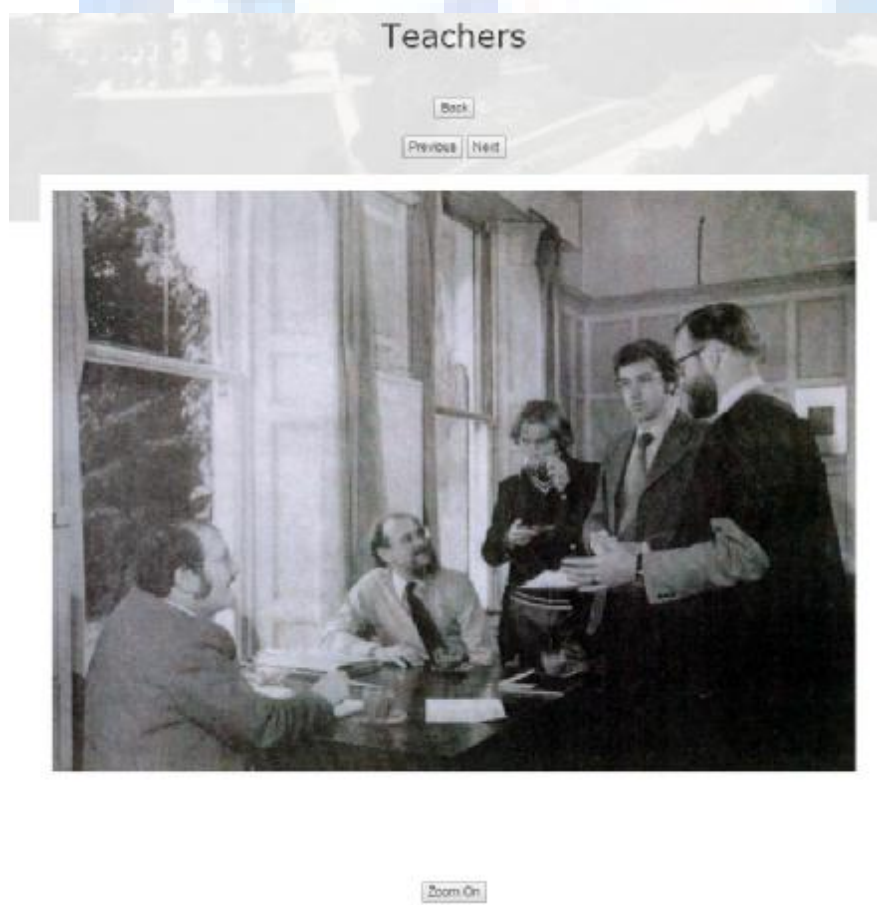


Select the required 'Photographic' archive. ie 'Staff'.

This will open the 'Thumbnail' page for all photographs allotted to this category.



To view the required 'Photograph' select the 'Thumbnail' of the image.

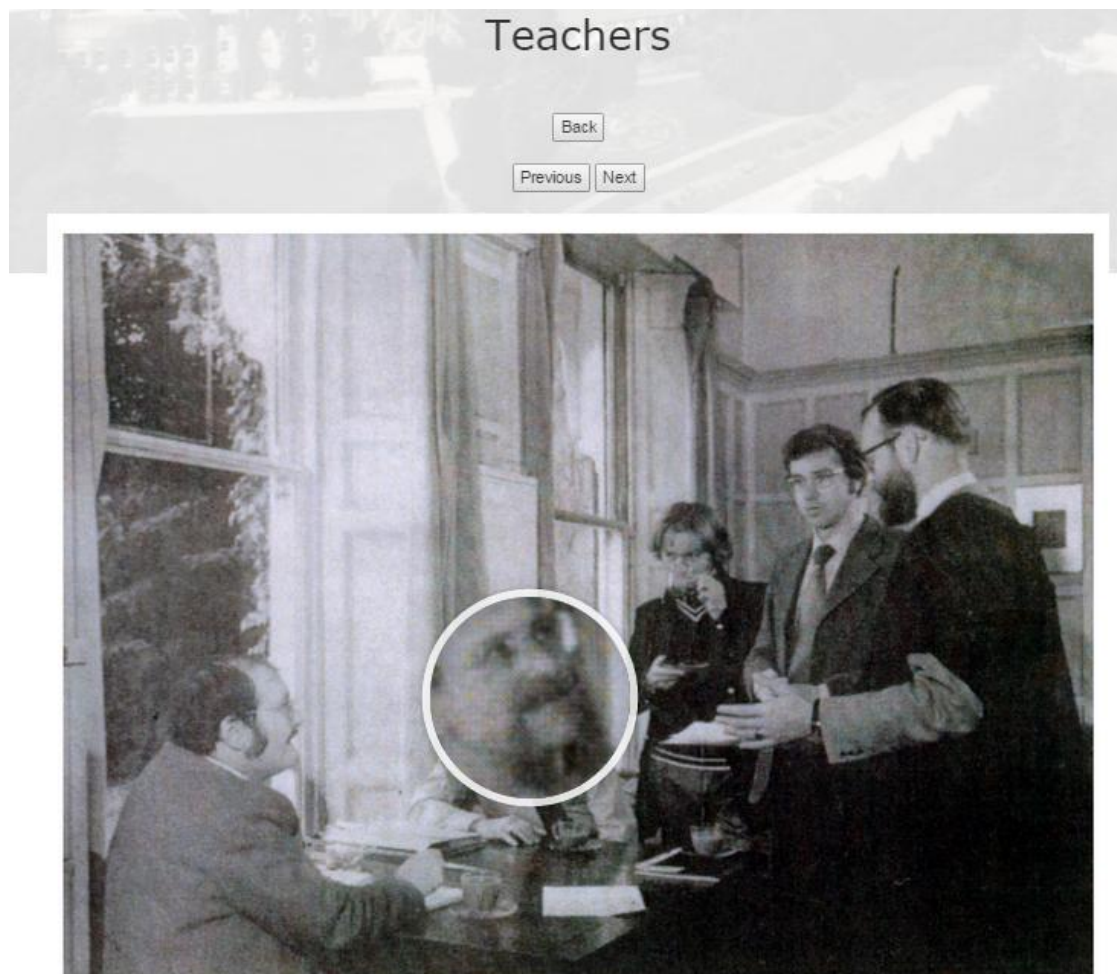


Once the image is open, additional controls become available:

- | | |
|----------|--|
| Previous | Displays the previous photograph image in this category. |
| Next | Displays the next photograph image in this category. |
| Zoom On | Select this to apply a 'Zoom' function over the image.
Note: The zoom function will only work on the individually select image. |
| Zoom Off | Select this to stop 'Zoom' function. |

To use the 'Zoom' function, select the 'Zoom On' button located below the image.

This will activate the zoom function



Zoom Off

Scrolling over the image with the mouse cursor will enlarge that area.

To cancel the 'Zoom' function, select 'Zoom Off' button.

Please note that the 'Zoom' function is cancelled automatically when switching between images.

At any time the 'Back' button

Back

may be used to return to the previous level of the archive.

Please Note: Additional category levels may appear below the icons to help identify sections within an archive.

Viewing the Document Archives

Similar to both the Journal and the Photographic archives, the 'Document' Archives uses the 'Tree' method for displaying the images.

All miscellaneous documents are stored within the system as Pdf files.

Select a 'Document' section.



The chosen browse screen will be displayed

Any documents or additional levels will be displayed.

Select the document and the pdf file will be displayed in a separate window.

The following were Ewell Castle School alumni who lost their lives during World War II:

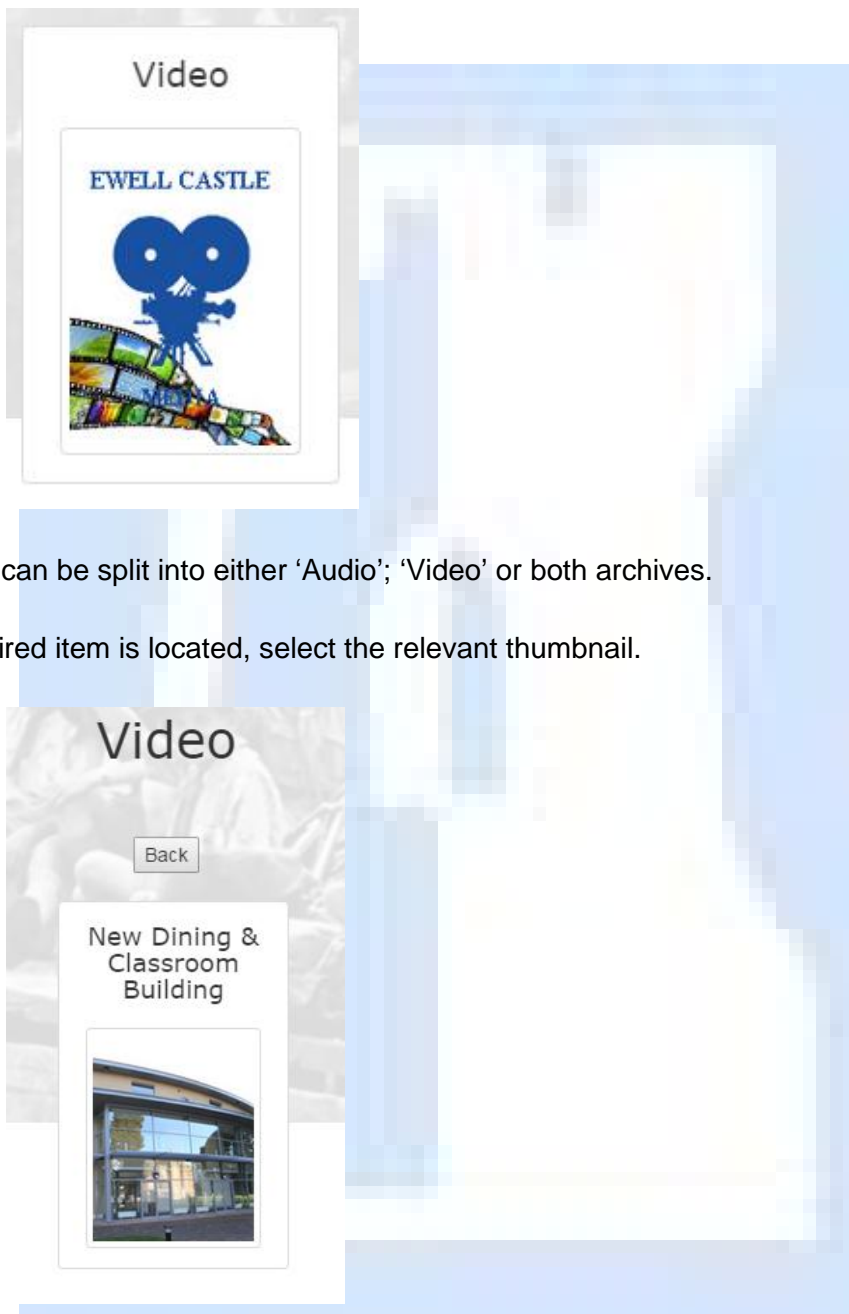
F/Sgt Pilot Richard Allerton RAFVR 13/07/1943 Trinidad
 Basil Allen - No Record
 John Arnold - No Record
 Able Seaman Ronald Aylton RNRVR H.M.S. Wakeful 29/05/1940 Chatham Memorial
 P/Sgt Pilot Edward Rosslyn Badgell RAFVR 209 Sqn 37/12/1941 Fossevogue Cemtry
 Sgt Ronald Henry Ban RAFVR 218 Sqn 21/06/1941 Runnymede
 Sqd/Ldr Pilot Patrick Russell Cooper RAFVR (Morden) 15/10/1943 Morden Cemtry
 2nd Lieut Desmond Rutherford Cushing RTR (RAC) 22/07/1942 El Alamein
 Peter Delliens - No Record
 Capt Gordon Baly Featherstone 8th Jst Regt 22/01/1942 Burma
 Gunner Eric Hampson RA 136 Field Regt Massicaut Cemtry Tunisia
 Sgt (David) Rex John RAFVR 621 Sqn 21/12/1944 El Alamein?
 John Keighley - No Record
 Lieut (Eugene) Clifford Laws East Yorks Regt 29/05/1942 El Alamein
 P/Lieut Pilot John Peter Linkatt RAFVR DFC 85 Sqn 03/07/1943 Bannock Ctryd
 Kenneth Moore - No Record
 Arthur Newman - No Record
 Capt Raymond Nickells RAC 7th Queen's Own Hussars 08/07/1944 Ancona, Italy
 App Edward William Ospring MN MV Donale 02/03/1940 Tower Hill Memorial
 Capt Dennis Stafford Rowland RE 10/10/1945 Kranj Cemtry, Singapore
 F/O Pilot Walter Allen Skelton RAFVR 115 Sqn 29/08/1942 Reichswald Cemtry
 Lieut Peter Hann Talbot RAC Staffs Yeomanry 19/09/1943 Carnation Ctryd
 P/O John Joseph Westwood RAFVR 04/05/1942 Morden Cemtry
 Perry Williams - No Record



Viewing the Media Items

Media files are stored in the system as both Audio (MP4) and Video (MP2) files, the system automatically opens the file in the correct broadcast method.

To open a media item, select the 'Media' icon.



This section can be split into either 'Audio'; 'Video' or both archives.

Once a required item is located, select the relevant thumbnail.

This will open the file either in a viewer or a player view.

1981 Part 1



Headmaster Interview



Audio File (MP4) will play automatically when selected, and the player controls will be displayed.

Video Files

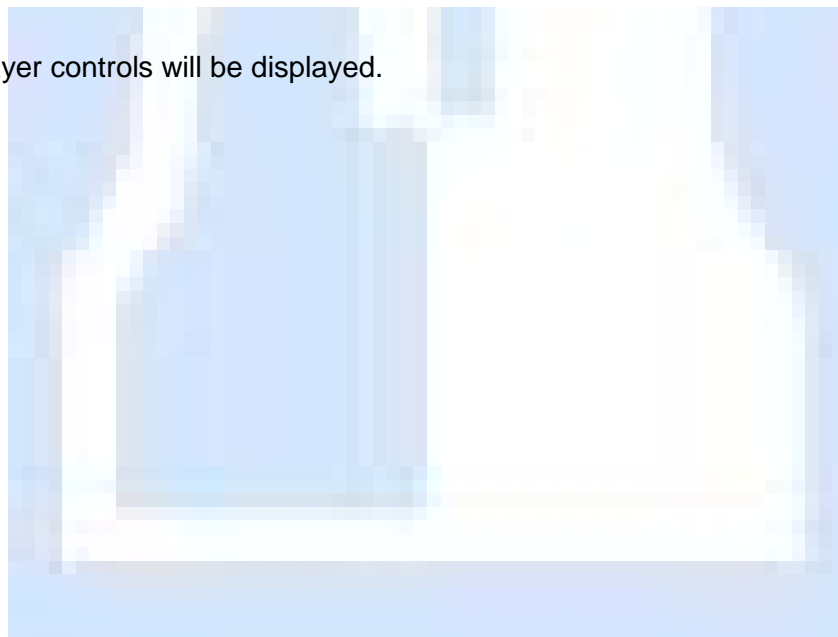


Video Files (MP2) will open in a video viewer.

Select the 'Play' arrow to start the video.



The video player controls will be displayed.



Searching

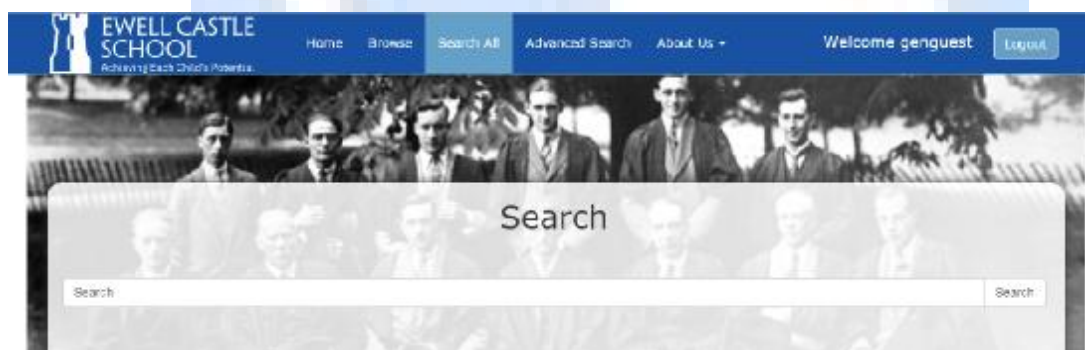
The Digital Archive system provides 2 ways of placing a search within the system.

Search All Provides a search across the whole system using keyword text entry.

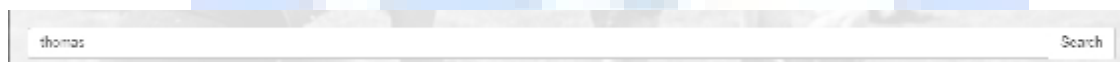
Advanced Search Allows the user to select which archive, and which pre-defined search criteria can be used to define a more specific search.

Search All

The 'Search All' option provides the user with a 'Text' field search option.

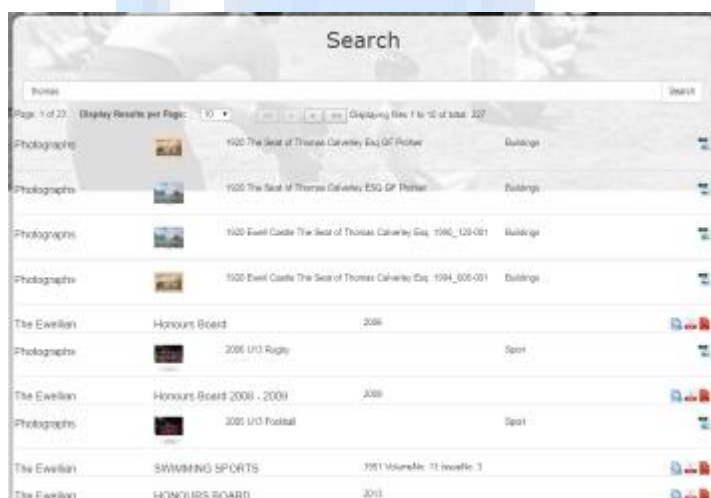


Enter the required 'text' criteria into the 'Search' text field.



For this example we have used 'thomas'.

Select the 'Search' button, and the results will be displayed in a tabular results screen.



This screen will show in the 'First Column' from which section of the archive the search criteria was found.

In this example, 'thomas' was found in 'Photographs', 'The Ewellian', and the 'Junior Ewellian' archives.

By selecting one of the icons on the right side of the results panel, the user may open the 'Text' file, the 'Article' pdf file (if available) or the full 'Pdf' file and the Photograph.



Select this symbol to open the full PDF file directly from the search screen.



Select this symbol to open the article PDF file directly from the search screen.

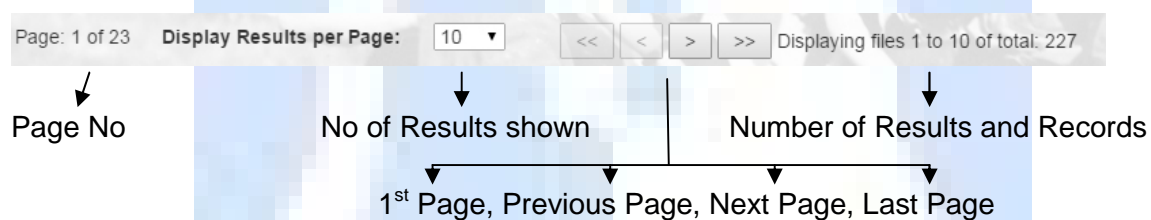


Select this symbol to open the text file for the article/document/photograph directly from the search screen.



Select this symbol to open the Photograph directly from the search screen.

The results panel can be navigated by use of the arrows above the results section.



To place a new search, simply enter the new 'Text' criteria into the 'Search' text field, and select the 'Search' button.

Advanced Search

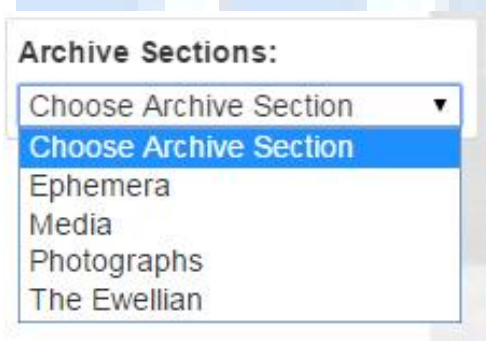
The 'Advanced Search' option provides for a defined search to be placed over a specific archive within the system.

Once the 'Advanced Search' tab has been selected, the search criteria screen will appear.



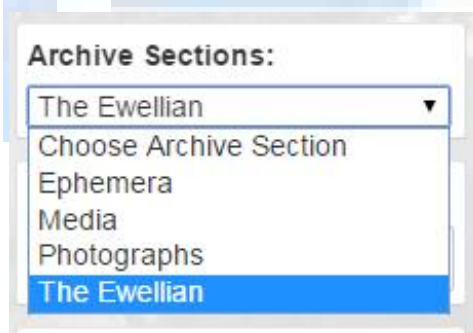
The user can select which specific archive they wish to place a search across.

Select the 'Drop Down' option.



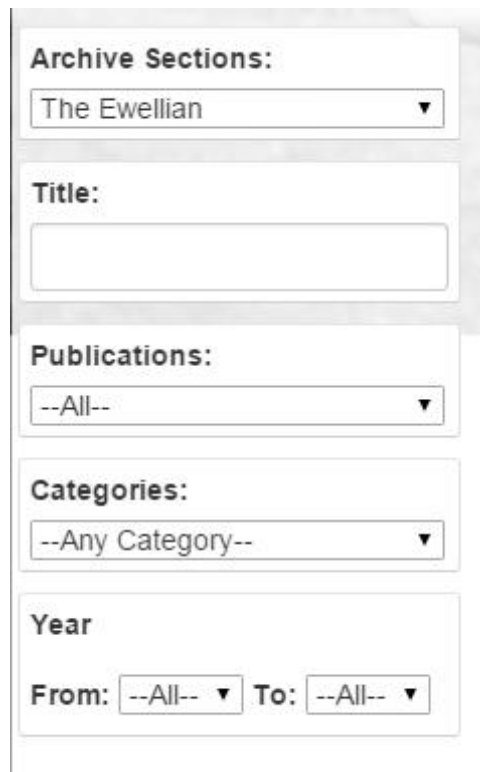
All available archives will be displayed.

Select the relevant archive. (e.g. The Ewellian)



The system will automatically display any other search criteria options that are available for the archive.

Select any other criteria required.



The screenshot shows a search criteria form with the following sections:

- Archive Sections:** A dropdown menu with 'The Ewellian' selected.
- Title:** An empty text input field.
- Publications:** A dropdown menu with '--All--' selected.
- Categories:** A dropdown menu with '--Any Category--' selected.
- Year:** Two dropdown menus labeled 'From:' and 'To:', both with '--All--' selected.

Then select the 'search' button, the system will then return all results applicable to the applied search criteria.



The screenshot shows the search results page. On the left is the same search criteria form as above, but with 'Cadets Corps' selected in the 'Categories' dropdown. The main area displays a table of results:

Archive Sections:	Title:	Publications:	Categories:	Year
The Ewellian	THE ARMY CADET FORCE	1978		
The Ewellian	ARMY CADET FORCE	1983		
The Ewellian	ARMY CADET FORCE - 155 DETACHMENT	1986		
The Ewellian	155 CADET FORCE 1986	1987		

At the top of the results area, it says 'Page: 1 of 1', 'Display Results per Page: 10', and 'Displaying files 1 to 4 of total 4'.

In addition to the search criteria, the user may add specific 'Text' into the 'Text' field, then select 'Search' button and all results with the original search criteria which contains the 'Text' entered will be returned.

The screenshot shows a search interface with the following elements:

- Search Bar:** Contains the text 'Harris' and a 'Search' button.
- Page Info:** 'Page: 1 of 1', 'Display Results per Page: 10', and 'Displaying 1 to 4 of 1061: 4'.
- Filters:**
 - Archive Sections:** A dropdown menu with 'The Ewellian' selected.
 - Title:** An empty text input field.
 - Publications:** A dropdown menu with 'The Ewellian' selected.
 - Categories:** A dropdown menu with 'Cadets Corps' selected.
 - Year:** A range selector with 'From: --All--' and 'To: --All--'.
- Results Table:**

Archive Section	Title	Year	Actions
The Ewellian	THE ARMY CADET FORCE	1978	[Icon] [Icon]
The Ewellian	ARMY CADET FORCE	1983	[Icon] [Icon]
The Ewellian	ARMY CADET FORCE - 155 DETACHMENT	1986	[Icon] [Icon]
The Ewellian	155 CADET FORCE 1986	1987	[Icon] [Icon]

To view the required result, select from one of the symbols on the right, this opens the file as previously described.

This 'Search' screen options allows the user to select pre-defined search criteria.

- **Publications** e.g. 'The Clavian' or 'Yearbooks' etc.
- **Category** each article/photograph is allocated a specific category
- **Subcategory** some articles/photographs are allocated a subcategory
- **Year From/To** Allows the user to select a pre-defined 'Year' range of years

Any combination of the pre-defined criteria may be used to locate required articles. Experimenting with the Search options will help establish the best way for you to obtain specific results.

PLEASE NOTE: An archive section must be chosen before the 'Advanced Search' function will work. Placing 'Text' into the 'Text' field without selecting an archive section will return a warning message.

The screenshot shows the 'Advanced Search' screen with a warning message overlay:

- Warning Message:** 'The page at ewellcastle-archives.daisywebdcs.net says: Please choose a table first.' with an 'OK' button.
- Advanced Search Form:**
 - Search Bar:** Contains the text 'smelli' and a 'Search' button.
 - Archive Sections:** A dropdown menu with 'Choose Archive Section' selected.

Search Example

Using the 'Advanced Search' option the following example will show how the results can be defined to help reduce the amount of results in any search criteria.

The search criterion is 'Smith'.

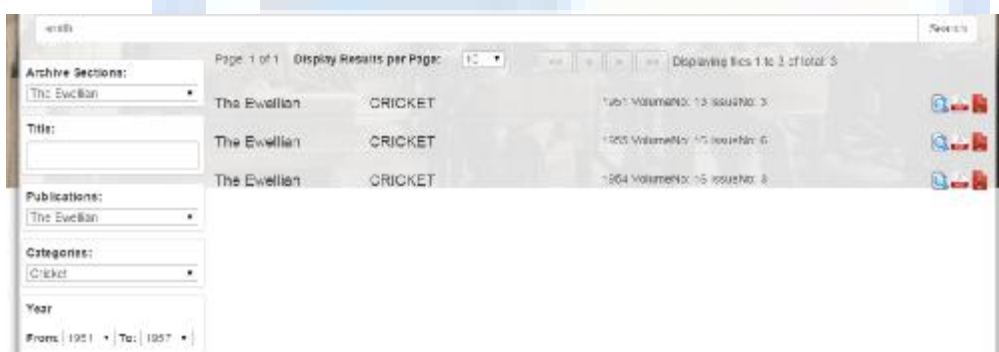
By selecting the 'The Ewellian' and entering 'Smith' in the 'Text' field option, the system returns 268 results.



However we know that he was at school sometime in the 1950s, so by adding the range of years to the 'Year From/To' option and selecting 'search' the results has been reduced to 80.



We wish to find just his cricket sport activities so enter 'Cricket' in the 'Categories' option, the results are reduced to just 3.



By using various combinations of search criteria within the 'Advanced Search' function, we are able to drive down the possible results to just the ones we want, experimenting with different criterion will enable the user to decide on the best way to enter data for searching.



User Rights & Permissions

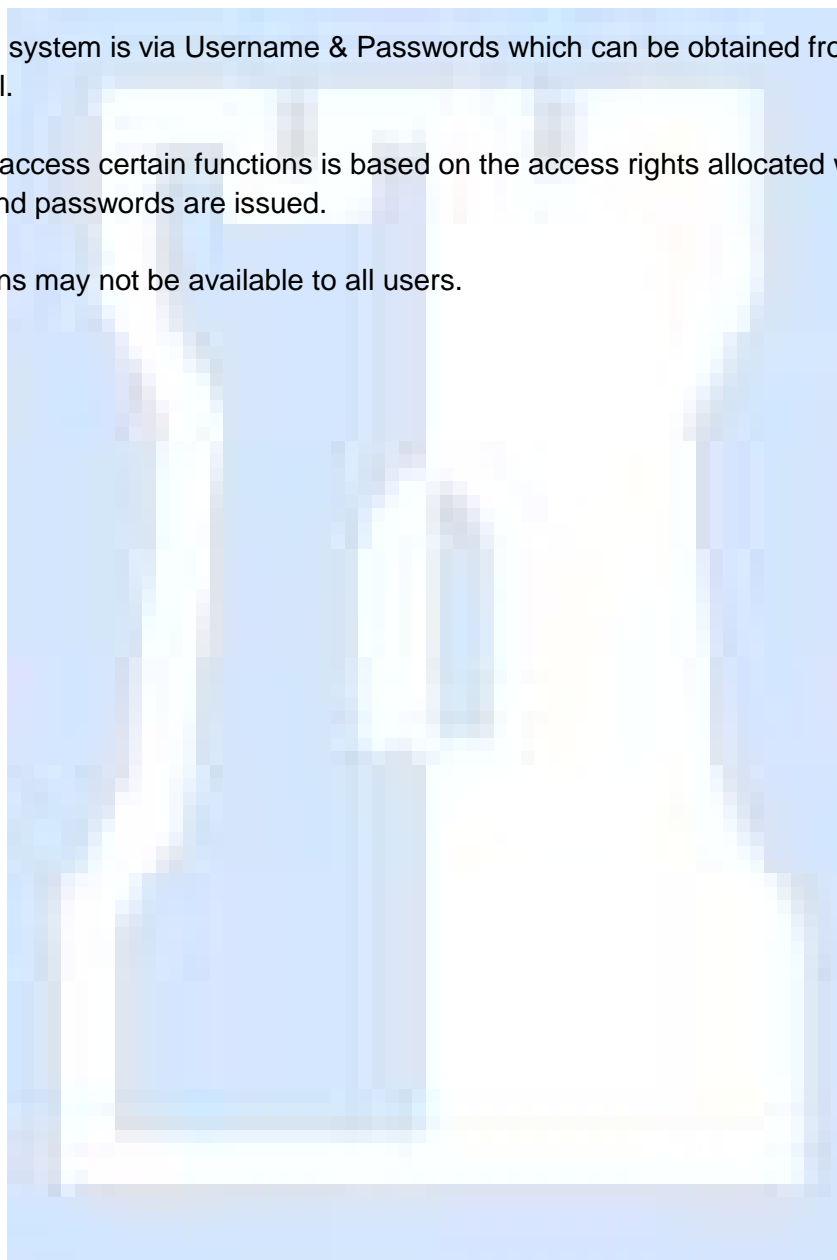
All contents of the *Ewell Castle Schools Digital Archive* are owned by *Ewell Castle Schools* and as such no part of the Digital Archive may be viewed or copied without the permission of Ewell Castle Schools.

This permission may be obtained from the School.

Access to the system is via Username & Passwords which can be obtained from Ewell Castle School.

The ability to access certain functions is based on the access rights allocated when usernames and passwords are issued.

Some functions may not be available to all users.



Technical Support



For general help and support please contact the Ewell Castle School archives.



For Technical Support please contact:
SDS Specialist Solutions
Email: support@sds-group.co.uk
Tel: 01425 621262

